

## **JOB SPECIFICATION**

**DEPARTMENT:** No. 6 Convent Place

**POST:** Archivist

**RESPONSIBLE TO:** Chief Secretary

### **JOB PROFILE:**

The main purpose of the Archivist is to acquire, manage and maintain documents and other materials that have historical importance for the Government. A large part of the duties is related to making the information accessible to user, increasingly in digital format. Users include researchers, academics, other professional staff and the general public. Another part of the duties is that of records management and archive conservation.

### **The main duties and functions of the post are:**

- To hold the public records in the possession of the Government in safe custody.
- To receive from time to time from the various Government Departments the non-active records deemed to qualify for Permanent retention.
- To take such steps as may be possible for their preservation and repair where necessary.
- To organise them as far as possible, by logical and orderly classification and arrangement so that they are available for official use, and for research by members of the public.
- Take custody of the Archives and the Main record Store.
- Organise books and documents, and study their historical content.
- Conduct research.
- Preserve documents and archives.
- Index and cross-reference all archive material.
- Identify areas of deficiency in the archives and lacunae, and attempt to trace missing documents.
- Collect and classify local journals, periodicals and newspapers, and Government publications and reports.
- Reply to enquiries from students and others on historical or documentary aspects of Gibraltar's past.

- Arrange for acquisition from abroad of documents for the enrichment of the archives.
- Evaluating records for preservation and retention – some may be fragile and need careful handling, repair or conservation.
- Arranging the acquisition and retrieval of records.
- Liaising with donors and depositors of archives, both internal and external to the organisation.
- Preparing record-keeping systems and procedures for archival research and for the retention or destruction of records.
- Cataloguing collections and managing information and records.
- Responding to personal, telephone, email and written enquiries from members of the public and other users.
- Advising users on how it is best to access, use and interpret archives, often through internal training courses.
- Facilitating remote access by maintaining user-friendly, computer aided search systems.
- Arranging exhibitions, talks and visits.
- Producing teaching materials.
- Facilitating training sessions on archival procedures.
- Bidding for funds and managing sections budgets.
- Identifying ways of protecting and preserving collections.
- Managing and supervising staff.
- Advising on the on-going organisation and storage of material in order to encourage organisations to plan for the future.
- To assist with the Government's planned move of the Archives and its digitalisation policy.

- To establish and continue with the procedures for the implementation of Government's "Twenty Year Rule" policy.
- Perform any other duties appropriate to the post which he/she may from time to time be asked to undertake.
- To assist users in interpreting collections and answering queries.
- To be able to prepare presentations for media as requested by Government.
- Carry out any other duties appropriate to the post.

**PERSON SPECIFICATION**

<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<b>Qualifications:</b>	First degree and preferably relevant Post Graduate Qualification recognised by the Archives and Records Association.	
<b>Experience:</b>	Relevant experience in the field.	Minimum 3 years' experience.
<b>Knowledge:</b>	<p>Must be computer literate.</p> <p>Knowledge and skills in digital archiving.</p> <p>Knowledge in preserving electronic records.</p>	<p>Experience in digital Archiving.</p> <p>Experience in conservation.</p>
<b>Key Skills and behaviours:</b>	<p>Effective communication skills and good organisational skills.</p> <p>Ability to act on own initiative.</p> <p>Able to display discretion and a professional and respectful manner at all times.</p> <p>Ability to work under pressure, meet tight deadlines and use initiative to prioritise work.</p> <p>Ability to apply basic knowledge of conservation.</p>	High level of research skills.
<b>Other Requirements:</b>	Ability to be flexible and work extra hours.	

